

ACA How-To: General Business Licenses

1. Register or log in.

Home Police Records Public Works **Business Licensing** Stormwater

Search Applications



Notice:

This feature requires registration and/or login, please login to continue.

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Login

User Name or E-mail: ?

Username

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)

ABOUT COLORADO SPRINGS

Olympic City USA

LINKS

ADA Resources

CONTACT

Contact City Departments

jest....docx



Contractor Suggest....docx



You can choose to save files automatically

[Go to settings](#)

[Don't ask again](#)

2. Under the *Business Licensing* tab, agree to the terms and conditions prompt and click *Continue Application*.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application

Search Applications

Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update

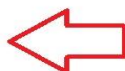
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

☐ I have read and accepted the above terms.

Continue Application »




3. Choose *General Business Application* and click *Continue Application*.

Home Police Records Public Works **Business Licensing**

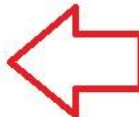
Create an Application Search Applications

Select a Record Type

Choose one of the following available record types from the "Business" Option 1.

 **Search**

► Business

- ☐ Contractor Application
- ☒ General Business Application 
- ☐ Pedal Cab Application
- ☐ Security License Application

Continue Application »

4. In step 1 of the application flow, enter the company's business trade name in the *Business Name/Applicant Name* field if applying for a company license. If applying for an individual license (such as funeral escort driver), enter your first and last name in this field.

Step 1: Step 1 > Page 1

Detail Information

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

Business/Applicant Name 



General Description: 

5. If applying for a company license, add the company information as a contact in the next step under the **Applicant** option. If applying for an individual license, enter your personal information under the **Applicant** option.

Contact List

If you are applying as an organization, click "Add New" to provide applicant information (applicant should match the entry you provided in previous step). After clicking "Add New" select "Applicant" to provide company information. Then add new contacts for the personal information for the principals, managing agent contacts.
If you are an individual, provide your personal information under "Applicant".

Required Contact Type	Minimum
 Applicant	1

Select from Account

Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#)

Select Contact Type

* Type:

Applicant

[Continue](#)

[Discard Changes](#)

6. If applying for a company license, add all additional relevant principals, managing agents, and the registered agent for service in the same fashion, ensuring personal (as opposed to business) information is provided for all individuals. If the personal details for any of the individuals listed here is on file from when you registered the account, you may import their data here by clicking the *Select from Account* option. **NOTE: A resident agent for service located in the State of Colorado is required for ALL company licenses.**

If applying for an individual license, additional contacts are unnecessary; simply move forward in the application.

Contact List

If you are applying as an organization, click "Add New" to provide applicant information (applicant should match the entry you provided in previous step). After clicking "Add New" select "Applicant" to provide company information. Then add new contacts for the personal information for the principals, managing agents, and local contacts.

If you are an individual, provide your personal information under "Applicant".

Required Contact Type	Minimum
Applicant	1
Resident Agent for Service 1	

Select from Account

Add New

✔ Contact updated successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
1st Name 2nd Name	SHANE8#39;S BEST ALARM COMPANY	Business Owner			NOEMAIL@EMAIL.COM	Edit Delete
FIRST NAME LAST NAME	BEST ALARM COMPANY	Applicant			NOEMAIL@EMAIL.COM	Edit Delete

Continue Application »

7. Choose the license type for which you are applying from the *Type of License* drop-down menu, and answer the resulting questions in the *Custom Fields* step of the application flow.

Custom Fields

LICENSE INFORMATION

* Type of License:

Alarm Company

* Business Type:

LLC

Business Phone:

1234567890

* Colorado SOS Entity ID:

1234567890

City Sales Tax Number:

0987654321

FEIN:

111222333444

Website:

www.companywebsite.cor

8. If applying for a company license, enter the details of all required insurance policies in the *Insurance* fields of the *Custom Lists* workflow. Ensure an entry is provided for each policy. If your company is not required to carry workers' compensation by State law, or if you desire to waive required automobile insurance on the grounds of not using commercial vehicles, type *WAIVED* in the respective policy number fields and enter the policy expiration dates as 01/01/2001. **NOTE: An insurance waiver document is required for any policies you wish to waive. Please contact the City Clerk's Office to obtain the insurance waiver form.**

INSURANCE

Please submit the applicable general liability, auto insurance, lawful presence affidavit, and worker's compensation information. Please reference the City Clerk's website to obtain required documents.

Showing 1-2 of 2

<input type="checkbox"/>	Policy Holder	Insurance Agency Name	Policy Number	Type of Insurance	Expiration Date
<input type="checkbox"/>	BEST ALARM COMPANY	INSURANCE AGENT	1234567890	General Liability	05/01/2021
<input type="checkbox"/>	N/A	N/A	WAIVED	Auto Insurance	01/01/2001

Add a Row

Edit Selected

Delete Selected

Continue Application »

INSURANCE

If you are applying for a Security Agency License, submit the applicable insurance information. Please reference the City Clerk's website to obtain required documents.

Policy Holder:

COMPANY NAME

Insurance Agency Name:

N/A

Policy Number:

WAIVED

Type of Insurance:

Auto Insurance

Expiration Date:

01/01/2001

Submit

Cancel

9. If applying for a Pawnbroker License, enter the physical address of the pawnshop premises. If applying for any other license type, skip this step.

Premises Address

For Pawnbroker applications only.
Please provide the physical address of the Pawnshop below.

Country:

* Street No.:

Direction:

* Street Name:

Street Type:

Unit Type:

Unit No.:

City:

State:

* Zip:

Search

Clear

10. Skip the step labelled *Parcel* and simply click *Continue Application*.

Parcel

* Parcel Number:

Lot:

Block:

Subdivision:

Book:

Page:

Tract:



Legal Description:

Parcel Area:

Land Value:

Improved Value:

Exemption Value:

Search

Clear

Continue Application »

11. In the next step, click **Add** to attach all required documentation. This will typically include the Secretary of State Trade Name Registration and/or Certificate of Good Standing, insurance Acord documents, bonds, insurance waivers, and the Department Review Form if applicable. Attachments are required. Once all necessary documents have been uploaded, click **Continue Application** to move forward to Step 3.

NOTE: All required documents must be uploaded for a license to be issued.

1 Step 1	2 Step 2	3
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Step 2: Step 2 > Page 2

Attachment

If you are applying for a Security Guard License, please attach your *Agency Request for Issuance, Applicab*
If you are applying for a Security Agency License, please attach your uniform and vehicle photos, secretary

The maximum file size allowed is 1000 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc;

Name	Type	Size	L
No records found.			

Add

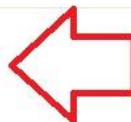
Continue Application »

12. In step 3 of the workflow, review all information for accuracy. At the bottom of the page, read the language in the certification window, and check the box below it to confirm you understand and agree. Then move forward by clicking **Continue Application**.

may provide any required or permitted process, notice, order, or correspondence relatir
including any renewals, by e-mail to the e-mail address provided.

By submitting this application, you understand and acknowledge that the City Clerk's O
to provide the requested information may result in denial of this application. You also ac
accompanied by the required fees. The failure to pay the required fees or provide other
By signing below, I affirm under penalty of perjury that the statements contained in thi

☒ By checking this box, I agree to the above certification.



Continue Application »

13. In step 4 of the workflow, review the payment information for accuracy, and click *Check Out*. The next screen will review all items in your cart. Click *Checkout* again to move forward with paying the license fees.

Security License Application

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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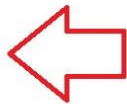
Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Security Agency License Fee	1	\$110.00
TOTAL FEES: \$110.00 Note: This does not include additional inspection fees which may be assessed later.		

Check Out »



14. Submit payment details and click *Submit Payment* to finalize.

Credit Card Holder Information:

☐ Auto-fill with SHANE ARRA▼

Country:

United States ▼

* Street Address:

123 MAIN ST

* City:

COLORADO SPRIN

* State:

CO

* Zip:

80903

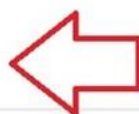
* Phone:

1112223333

E-mail:

EMAIL@EMAIL.COM

Submit Payment »



15. Once you receive payment confirmation, the application has officially been forwarded to the City Clerk's office for review. Please note, the license is not yet issued at this stage. If any additional information is required, City Clerk general business licensing staff will contact the e-mail address provided for the Applicant. Otherwise, the license will be issued by City Clerk staff, and it will be mailed to the address provided for the Applicant.

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[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▼

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Receipt



Your request has been successfully submitted.
Please print or retain a copy of your request for your records.